

Terms of Reference (ToR) for Hiring the services of Agency for providing training (Skill development) in employable trades to girls/women of BPL and PoP families in major Towns of Bihar in various trades viz- (i) Computers, (ii) Beautician, (iii) Housekeeping, (iv) Nursery Teacher Training, (v) Bed Side Patient Attendant, and (vi) Tailoring.

1. BACKGROUND:

Women Development Corporation, Bihar works under the aegis of the Dept. of Social Welfare, Govt. of Bihar. Women Development Corporation. It is the nodal agency of the State for implementation of women oriented schemes. The Corporation works for the comprehensive and sustainable empowerment of women in Bihar.

A comprehensive programme aimed at holistic empowerment of women namely Mukhyamantri Nari Shakti Yojana is being currently implemented by the Corporation in all the districts of the state.

One of the important activities under the economic empowerment component of Mukhyamantri Nari Shakti Yojana is a programme related to Training of girls/women from families whose annual income is less than Rs.60 thousand (PoP) or are in BPL on service sector trades viz: (i) Computers, (ii) Beautician, (iii) Housekeeping, (iv) Nursery Teacher Training, (v) Bed Side Patient Attendant, and (vi) Tailoring. The training is to be conducted in major towns of Bihar such as Patna, Muzaffarpur, Auragnabad, Sasaram, Bhagalpur, Munger, Gaya, Darbhanga, Chapra, Purnea, Begusarai and Saharsa etc. The training is aimed at inculcating skills which would help the beneficiaries to earn their livelihoods in future.

2. OBJECTIVE OF THE ASSIGNMENT:

The main objectives of the project are as follows:

- Training of poor & under privileged adolescent girls and women in the age group of 18-40 years in a modern day/ contemporary trades.
- Enabling the beneficiaries to develop skills which may help them to earn livelihoods through meaningful employment/self employment.

3. SPECIFIC TASKS TO BE PERFORMED

(A) Selection of Target Beneficiaries

The beneficiaries of the training would be selected from BPL or such families whose annual income is less than Rs.60, 000/- as per the laid criterion. The minimum educational qualification for all beneficiaries shall be matriculation or as mutually decided for a particular trade. Further, reservation for candidates as per state govt. norms (including physically handicapped) will be provided. Each batch will consist of 30 students. The selection of beneficiaries would be done

jointly by the hired agency and the Corporation. The advertisement for beneficiary selection would be brought out by the WDC.

If the no. of candidates shortlisted is higher than the available no. seats, then a list of waitlisted candidates would be prepared for future.

(B) Infrastructure for Training

The agency has to provide all infrastructures including all hardware and software items (including reading materials) required for undertaking training for the particular trade. A tool kit consisting of all relevant items has to be provided for all trades. Provision of comfortable classrooms with proper ventilation, lighting, fans, toilet & drinking water also has to be made.

Separate infrastructure arrangements have to be done for all trades, if more than one trade is assigned to a particular agency.

(C) Training as per the module (MES module)

The training of the beneficiaries is to be conducted strictly according to the approved syllabus. The list of trainers with their detailed qualification and experience has to be provided before hand to WDC. Trainer has to take care that all the aspects are covered during the training.

The period of training will be maximum 6 months, depending upon the trade.

(D) Emphasis on practical where ever possible

The stress has to be on practical training aspects. At least 60% of the training time has to be dedicated for practical sessions.

(E) Examination

Examination covering both theory and practical aspects need to be conducted after successful completion of the training schedule. The certification of the examination is to be done from any recognized body. Certificates are to be distributed only to the beneficiaries who would succeed in the examination.

(F) Placement of successfully trained students

The agency has to ensure a placement percentage of at least 50% among all successfully trained beneficiaries. This activity has to be completed within one month of the final examination.

4. Data, services and Facilities to be provided by the Client

- a. WDC will nominate one Officer to coordinate the activities at the state level. Further, one officer shall also be nominated at the programme implementation level.

- b. The module and syllabus will be provided by the client.
- c. All advertisements for beneficiary selection would be brought out by the client.

5. Duration of the assignment

The duration of training programme including the practical sessions and exam thereafter will depend upon the trade, with a maximum period of 6 months. This duration does not include the time spent for selection of trainees and the one month period available for arranging placement of students.

6. Cost of Assignment

Batch strength – 30 beneficiaries per batch. Applicable cost payable per student will be maximum up to Rs.10, 000/- per student depending upon the trade. This includes the cost of examination and its certification. Taxes as applicable would be deducted at source.

7. Review Committee

A Review Committee comprising 4 officials under the Chairpersonship of the Managing Director will review the task of the Consultant on a regular basis. The Committee will also review reports to be submitted on monthly basis and give suggestions as and when required for modifications/changes/expansion as necessary.

8. Submission of Reports

Reports and other documents have to be submitted on monthly basis.

9. Other Terms & Conditions:

- a. It may kindly be noted that no change in the name of trainers would be allowed at the time of initiation of training. If change in name of trainer from the list submitted is necessary and is unavoidable, written permission from the Corporation has to be taken before initiating the training.
- b. The agencies will submit an undertaking that the information and other documents furnished in the Proposal are completely correct.
- c. The selected agency will complete the training within the stipulated period as mentioned in the contract otherwise liquidated damage shall be imposed @ 0.5% per week or part thereof subject to a maximum of 10% of contract value which will be deducted from the payment due. If the situation demands, extension may be given for a period of 4 weeks at no additional cost after completion of the original contract period. Agencies failing to achieve the target after the stipulated time frame for no cost extension may or may not be considered for giving assignments in future.
- d. The minimum Woman to machine ratio required for training is 2:1.
- e. WDC reserves the right to accept or reject any proposal and to cancel the bidding process or reject all proposals at any time prior to the issue of contract.

- f. The contract will be made with the organizations, whose RFP will be determined to be substantially responsive.
- g. Any effort by a bidder to influence the purchaser in its decision on proposal evaluation or award of contract may result in rejection of the bidder's offer.
- h. Any legal disputes arising out of this is subject to Patna jurisdiction only.
- i. The authority reserves the right to cancel/alter/amend or modifies any or all conditions of the RFP without assigning any reason.
- j. The agencies may mention their preferred place for the activity but they can be deputed to any district of the State as per the decision of WDC.
- k. The selected agencies have to submit an amount equivalent to the advance amount proposed above in Para 9 of the Contract Value as Security amount in form of Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee or any other instrument acceptable to WDC after signing of contract.
- l. The selected agency would not be allowed to sub contract the assignment with any agency. If the agency during the course of assignment is found to do the same, the contract would be immediately terminated and the agency may be blacklisted. However, if the agencies have any MoU / contract with any agency, the same has to be clearly mentioned along with proof in the project proposal.